

# TRAINING MATERIALS

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AS OF: 7 AUGUST 2000

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# OVERVIEW

## IMPAC PURCHASE CARD

- \* USED TO PURCHASE SUPPLIES/NON-PERSONAL SERVICES \$2,500 AND UNDER AND SMALL CONSTRUCTION \$2,000 AND UNDER
- \* MAY BE USED AS A PAYMENT INSTRUMENT AGAINST BLANKET PURCHASE AGREEMENTS AND REQUIREMENTS CONTRACTS ABOVE \$2,500 WITH SPECIAL APPROVAL (LETTER SIGNED BY AN 05 AND AFTER THE CARDHOLDER RECEIVES ADDITIONAL TRAINING).
- \* MAY INCREASE THE SINGLE PURCHASE LIMIT ABOVE \$2,500 TO PAY FOR NON-GOVERNMENTAL TRAINING AND PRINTING REQUIREMENTS WITH SPECIAL APPROVAL (LETTER SIGNED BY AN 05 AND AFTER THE CARDHOLDER RECEIVES ADDITIONAL TRAINING).
- \* SOME CONTROLS ESTABLISHED AT UNIT LEVEL
  - SINGLE PURCHASE LIMIT
  - 30-DAY CARDHOLDER LIMIT
  - AO'S OFFICE LIMIT
  - MERCHANT CATEGORY CODE

## BENEFITS

- \* INSTANT SUPPORT WHILE DEPLOYED
- \* GIVES COMMANDERS MORE CONTROL
- \* REDUCES TURN AROUND TIME
- \* ITEMS SHIPPED DIRECTLY TO UNIT

## SAFEGUARDS

- \* CARD ISSUED BY NAME
- \* REQUIRES WRITTEN APPROVAL BY AO

\* CAN LIMIT BUSINESS TYPE

\* CAN ESTABLISH LOWER SINGLE PURCHASE LIMIT

## LIMITATIONS

- \* FEDERAL ACQUISITION LAWS APPLY
- \* MUST BE APPROPRIATED DOLLARS (MISSION MONEY)
- \* MUST BE AUTHORIZED PER UNIT'S MTOE, CTA, TOE, TDA, AR, ETC.
- \* NOT A BLANK CHECK
- \* NOT USED FOR:
  - CASH ADVANCES

RENTAL OF BLDGS/LAND (You can rent a conference room, if authorized, and purchase "Light" refreshments. Due to a recent change, you are now authorized to purchases "light refreshments" when renting a conference room. "Light Refreshments" include but are not limited to "coffee, tea, milk, juice, soft drinks, doughnuts, bagels, fruit, pretzels, cookies, chips or muffins."

- TELECOMMUNICATIONS (TELEPHONE) SERVICES, i.e., major systems such as FTS2000 or DSN. Information Technology Business Center (ITBC) does not authorize IMPAC cardholders to purchase telephones
- PRINTING/COPYING SERVICES FROM VENDORS OTHER THAN THE DEFENSE AUTOMATED PRINTING SERVICE (DAPS)
- MEALS, DRINKS, LODGING, TICKETS FOR RAIL/BUS/TRAIN/AIRPLANE
- ITEMS READILY AVAILABLE IN DOD SUPPLY SYSTEM

## **WEB SITE ADDRESSES:**

**<http://www.bragg.army.mil/www-doc/index.htm>**

**Active Contracts – Top 40** provides a list of current, active contracts administered by Contracting.

**Acquisition links** provide a copy of Ft. Bragg Regulation 715-3 (dated 12 Mar 99); the FAR, DFAR and AAFARs; Quarterly IMPAC Newsletters, IMPAC Training Information, and Frequently Asked IMPAC Questions.

**[http://www.bragg.army.mil/RBC/logistics/L\\_cipbo.htm](http://www.bragg.army.mil/RBC/logistics/L_cipbo.htm)**

By viewing the CIPBO section (click on Logistics first) you can access the Request to Establish IMPAC Accountability, DA Forms 1687, 2062, and 3953. The Consolidated Installation Property Book Office (CIPBO) Property Accountability Procedures Guide Dated 1 October 1998 is also available to download or view on-line.

## SECTION A

### DIRECTORATE OF LOGISTICS PURCHASE CARD BRIEF

#### Local Purchase

Local purchase may be an option for any centrally managed, commercially available Army assigned item provided such action is judged to be in the best interest of the Government in terms of the combination of quality, timeliness, and cost that best meets the requirement.

#### **RELATIONSHIP BETWEEN ACCOUNTABILITY AND RESPONSIBILITY**

- Accountability - Maintaining formally prescribed property records for a property or sales account. Officially assigned to a specific person and may not be delegated.
- Responsibility - Pertains to the care, custody, and safekeeping of government property. The type of responsibility depends on the relationship of the person to the property. There are four types of responsibility as defined in AR 735-5:
  1. Ensuring security of property, whether in use or in storage.
  2. Observing subordinates to ensure their activities contribute to the proper custody, care, use and safekeeping of all property.
  3. Enforcing all security, safety and accounting requirements.
  4. Taking administrative or disciplinary measures when necessary.

Accountability and each type responsibility carry specific duties. Financial liability can be assessed against any person who fails, through negligence or misconduct, to perform those duties and where such failure is the proximate cause of a loss to the U.S. Government.

- Accountable officers can be held pecuniary liable for the full amount of loss to the government.
- Other civilians and military personnel, generally one month's basic pay.
- For a complete listing of liability items, see paragraph 13-42, AR 735-5.

#### **AUTHORIZED SUPPLY SUPPORT ACTIVITIES (SSA)**

DOL	1ST COSCOM	DPWE	MED
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#### **SOURCES OF SUPPLY**

- |   |   |                            |
|---|---|----------------------------|
| - Wholesale Supply System                   | = | AMC/DLA/GSA                |
| - Installation Business Office -Contracting | = | Local Purchase > \$2500.00 |

#### **CATEGORIES OF SUPPLY AND EQUIPMENT**

## **(FOR ACCOUNTABILITY)**

- **NONEXPENDABLE PROPERTY** - Personal property that is not consumed in use and that retains its original identity during the period of use. These items may or may not have serial numbers. This includes all non-consumable major end items authorized by DA-recognized authorization documents (see AR 71-13). It also includes all Supply Class 2, 4, 5, 7, 8, and 10 items that are classified, sensitive, or pilferable (controlled inventory item code (CIIC) or other than "U" or "7") according to DA Pamphlet 708-2, Table 3-9. These items have an ARC of "N" in the Army Master Data File (AMDF). Commercial and fabricated items similar to items coded "N" in the AMDF are considered non-expendable property. Requires formal property book accountability throughout its life cycle until it is disposed of as directed by the item manager (normally the wholesale supply system manager). Examples are weapons, vehicles, tool kits. (Normally authorized by Table of Distribution and Allowance (TDA)/Modified Table of Distribution and Allowance (MTDA), or Tables of Organization and Equipment (TOE)/Modified Tables of Organization and Equipment (MTOE).)

- **DURABLE PROPERTY** - Personal property not consumed in use, does not require property book accountability, but because of its unique characteristics requires control of the property by the use of a hand receipt or a property inventory listing when issued to the user. (Normally authorized by CTA.) The following classes or types of property will be classified as durable as follows:

(1) Pilferable, classified, or sensitive expendable (not consumed in use) items (less those with a controlled inventory item code "U") and tools, when issued to the user, will be controlled and responsibility assigned by using hand receipt, component hand receipt, tool room, or tool crib procedures (see AR 710-2). These items may or may not have serial numbers.

(2) Furniture, fixtures, office equipment and furnishings assigned federal supply classification below with a unit cost of less than \$2,500 but over \$300. This property will be controlled by using a property inventory list. The list is to be signed by a designated responsible person or user when issued to each work station, room, building, unit, or organization. Commanders will designate the individual(s). Signing for property on a property inventory list does not relieve individuals of the responsibility to ensure government property entrusted to their possession, command, or supervision is properly used and cared for and that proper custody and safekeeping are provided, to include periodic quantity reconciliation with the property inventory list. This material will require a property pass (DA Form 1818, See AR 210-10) to be moved from one location/building to another or turn in to the Property Book Officer that will be signed by a designated responsible individual. These items may or may not have serial numbers.

- **EXPENDABLE PROPERTY** - Property that is consumed in use, or that loses its identity in use. It includes items not consumed in use, with a unit price of less than 300, that are not classified, sensitive, or pilferable, e.g., CIIC "U" or "7" per DA Pamphlet 708-2, Table 3-9, and not otherwise classified as non-expendable or durable.

(1) Accounting for expendable property before issue to the user will require formal accounting at a stock record account (SRA).

(2) Expendable property authorized by TOE, MTOE, TDA including augmentation and deployable, common tables of allowances deployable property, and/or special authority as organization property will be accounted for in the same manner as nonexpendable property. These items may or may not have serial numbers.

(3) For accounting purposes, other expendable property not authorized as identified in paragraph 2 above is considered consumed upon issue to the user.

## **CLASSES OF SUPPLIES**



Class I	-	Subsistence
Class II	-	Clothing/Textiles/Tools
Class III	-	Bulk/Packaged POL
Class IV	-	Construction Materials
Class V	-	Ammunition
Class VI	-	Personal Items
Class VII	-	Major Items
Class VIII	-	Medical Items
Class IX	-	Repair Parts

### **BASIC SUPPLY AUTHORIZATIONS**

CTA 8-100	-	Army Medical Department Expendable/Durable Items
CTA 50-900	-	Clothing and Individual Equipment
CTA 50-909	-	Field and Garrison Furnishing and Equipment
CTA 50-970	-	Expendable/Durable Items
AR 840-10	-	Flag/Guidons
TDA/TOE	-	Major Items

### **WHERE TO GO FOR REGULATORY GUIDANCE**

AR 710-2, Supply Policy Below Wholesale  
AR 735-5, Policies and Procedures for Property Accountability  
XVIII Airborne Corps and Fort Bragg Regulation 715-1  
XVIII Airborne Corps and Fort Bragg Regulation 715-3

## **IMPAC RULES**

The following rules will be observed when using the IMPAC purchase card:

- 1.** The IMPAC purchase card may be used to purchase commercially available, off the shelf goods and non-personal services \$2,500.00 and under AND construction \$2,000.00 and under. (Non-personal services are services such as equipment repair, grounds maintenance but NOT Kelly Girl type services.)
- 2.** The IMPAC purchase card may be used to buy centrally managed national stock numbered (NSN) items that are available commercially when the designated Approving Official determines the purchase to be in the best interest of the government. "Best Interest" equates to a combination of quality, timeliness, cost and improved readiness. An example is a repair part purchased from a DLA approved vendor such as John Deere or Freightliner.
- 3.** IMPAC purchase cardholders **MAY** by-pass the stock record account when purchasing items that:
  - (a) Are not on the Army inventory
  - (b) Have been assigned an NSN but have been coded in the Army management data file for local purchase with acquisition advice code of "K" or "L". This information is accessible on FEDLOG.
  - (c) Needed in emergency situations
  - (d) That have been previously requisitioned through the supply system but have been returned to the customer for local purchase procurement with rejection codes of "CK", "CP" and "CW".
- 4.** Demands must be recorded for IMPAC purchase card purchases of repair parts. Post-post procedures are required to record these purchases. ULLS customers will process a demand transaction, DIC DHA to SARSS-1. Demand data is required for Material Management Center at the national level for input to the TRM model.
- 5.** Local purchase provisions under AR 710-2, paragraph 4-20 do not apply to IMPAC purchase card purchases.

**6.** Hand receipt holders **MUST** prepare DD Form 250, Material Inspection and Receiving Report, to acknowledge and report purchases of non-expendable items to the PBO. The following procedures will be used when completing the DD Form 250, and will be found in Unit Supply Update 15:

- (a) BLOCK 1. Enter the word "IMPAC"
- (b) BLOCK 2. Enter the invoice number or reference number from vendor's receipt.
- (c) BLOCK 9. Enter the vendor's name and address
- (d) BLOCK 13. Enter the hand receipt number and unit address
- (e) BLOCK 15 THRU 20. Enter information pertaining to item(s) purchased
- (f) Enter date of purchase and hand receipt holder's signature

### **FED LOG**

The FED LOG system combines the power of personal computers with the advanced storage technology of CD-ROM (compact disc-read only memory) to allow quick and easy searching of Defense Logistics Information (DLIS) databases.

#### **- What the system can be used to do:**

- \* Cross relate part numbers and stock numbers
- \* Determine the supplier(s) of an item
- \* Find a supplier's name and address
- \* Obtain management data for procurement, requisition, storing and issuing for logistical purposes
- \* Determine proper freight standards for an item
- \* Obtain logistics information specifically for the Air Force, Army, and Navy

#### **- Army Files:**

- \* Army Master Data File (AMDF)
- \* Army Interchangeable and Substitute (I&S) Order of Use

Forms and Publications in the Directorate of Information Management can set this account up for you. The telephone number is 396-6208.

### **BOTTOM LINE - SUPPLY PERSPECTIVE**

- Implement good internal controls to assure only authorized items are purchased
- Maintain a clear audit trail/good documentation
- Avoid appearance of wrongdoing/questionable actions

## **SOURCE PRIORITY**

**If your requirement is not available from the below sources, then purchase on the open market.**

- ACTIVITY/INSTALLATION INVENTORIES**
- FEDERAL PRISON INDUSTRIES (UNICOR)**
- INDUSTRIES FOR BLIND/SEVERELY HANDICAPPED (NIB/NISH)**
- WHOLESALE SUPPLY SOURCES**
- GSA MANDATORY FEDERAL SUPPLY SCHEDULES**
- GSA OPTIONAL FEDERAL SUPPLY SCHEDULES**

## **WHAT IS JWOD?**

- Javits-Wagner-O'Day (JWOD) ACT IS JOBS, TRAINING, AND INDEPENDENCE FOR PEOPLE WHO ARE BLIND OR HAVE OTHER SEVERE DISABILITIES**
- GOVERNMENT EMPLOYEES ARE **REQUIRED** TO BUY SELECTED SUPPLIES AND SERVICES FROM NON-PROFIT AGENCIES EMPLOYING SUCH PERSONS.**
- IT'S THE LAW!!!**

**FORT BRAGG SSSC STORE (436-0865) LOCATED AT THE END OF KNOX AND LETTERMAN STREETS CARRY A NUMBER OF JWOD, GSA, AND OPEN MARKET ITEMS.**

## **GSA CUSTOMER SUPPLY CENTERS**

(800) 525-8027

INTERNET: <http://www.gsa.gov>  
GSA ADVANTAGE  
OFFERS

- UNICOR
- NATIONAL INDUSTRIES FOR THE BLIND (NIB)
- NATIONAL INDUSTRIES FOR THE SEVERELY HANDICAPPED (NISH)

### **SOURCES FOR:**

- OFFICE & COMPUTER SUPPLIES AND EQUIPMENT
- INDUSTRIAL PRODUCTS SUCH AS PAINTS, CLEANERS, PACKING MATERIALS, FOOD SERVICE EQUIPMENT, POWER & ELECTRICAL EQUIPMENT & MATERIAL HANDLING EQUIPMENT
- FURNITURE & APPLIANCES
- SCIENTIFIC AND MEDICAL EQUIPMENT

### **WHAT IS UNICOR?**

- ***FEDERAL PRISON INDUSTRIES, INC. (FPI)*** IS A SELF-SUPPORTING, WHOLLY OWNED GOVERNMENT CORPORATION OF THE DISTRICT OF COLUMBIA.
- FPI PROVIDES TRAINING AND EMPLOYMENT FOR PRISONERS CONFINED IN FEDERAL PENAL AND CORRECTIONAL INSTITUTIONS THROUGH THE SALE OF ITS SUPPLIES AND SERVICES TO GOVERNMENT AGENCIES.
- **IT'S THE LAW!!!**

## **UNICOR/FEDERAL PRISON INDUSTRIES**

**(800) 827-3168**

**INTERNET: <http://www.unicor.gov>**

### **SOURCES FOR:**

- **SEATING**
- **CENTURION OFFICE FURNITURE**
- **COMPUTER WORKSTATIONS**
- **CLOCKS AND LAMPS**
- **TARGETS**
- **TRAFFIC AND SAFETY SIGNS**
- **LASER/FAX TONER CARTRIDGES**
- **STORAGE PRODUCTS**
  - **SHELVING**
  - **HAND TRUCKS**
  - **STEP STOOLS**
  - **PERSONAL STORAGE LOCKERS**
  - **UTILITY CARTS**

**\*\*\*YOU MUST OBTAIN WRITTEN WAIVER FROM UNICOR, IF YOU DO NOT BUY THEIR PRODUCTS!**

## SECTION B

### LIST OF REQUIREMENTS CONTRACTS WHICH MUST BE USED IN LIEU OF LOCAL PURCHASE PROCEDURES

ACTIVITY	DIV*	CONTRACT NUMBER	EXP DATE	DESCRIPTION
DOD	C	DAKF40-97-D-0017	31 Jul 00	Transportation of Dependent Schools Children
RBC	C	DAKF40-97-D-0024	30 Sep 00	Organizational Laundry
WACH	C	DAKF40-99-D-0001	30 Nov 00	Hospital Custodial
RBC	C	DAKF40-98-D-0007 -0008 -0009	31 Dec 00	Packing, Containerization, and Local Drayage (To include office moves)
PWBC	C	DAKF40-98-D-0023	31 Jul 00	Refuse Collection
PWBC	C	DAKF40-99-D-0019	30 Jun 00	Postwide Custodial Services
PWBC	C	DAKF40-99-D-0020	31 Mar 01	Grounds maintenance (Fort Bragg)
RBC	C	DAKF40-98-C-0001	30 Sep 00	Maintenance of Kitchen Equipment
CASBC	C	DAKF40-99-D-0018	30 Sep 00	Educational Instruction for Soldier Development Program
PWBC	C	DAKF40-96-D-0027	31 Jul 00	Cleaning of Grit Chambers and Oil/Water Separators
CASBC	C	DAKF40-99-C-0030	31 Dec 00	Operation of Learning, Training & Testing Center
PWBC	C	DAKF40-97-D-0005	31 Mar 01	Provide LP Gas
PWBC	P	DAKF40-97-D-0018	31 May 00	Portable Latrines (USE IMPAC CARD)

ACTIVITY	DIV*	CONTRACT NUMBER	EXP DATE	DESCRIPTION
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PWBC	C	DAKF40-99-C-0016	30 Nov 00	Repair & Maintain Sliding Glass Doors (USE IMPAC CARD)
PWBC	C	DAKF40-98-C-0202	27 Sep 00	Maintenance of Bay Doors (USE IMPAC CARD)
PWBC	C	DAKF40-97-D-0004	28 Feb 01	Lease of Washers/Dryers
PWBC	C	DAKF40-97-C-0331	31 Jan 01	Maintenance of Cranes and Hoists
TISA	P	DAKF40-98-D-0022	30 Sep 00	Crushed Ice
PWBC	C	DAKF40-98-C-0142	01 May 00	Family Housing Maintenance
DCA	C	DAKF40-99-D-0007	31 Mar 01	Sports Officials for the Fort Bragg Youth Fitness and Sports Program
PWBC	C	DAKF40-99-D-0009	31 Mar 01	Pumping and Cleaning of Septic Tanks, Grease Traps, Field Latrines and Lift Stations

\*Division is either P for Purchasing Division or C for Contract Administration Division; this indicates where Delivery Orders are issued and provides guidance on the distribution of incoming Purchase Requests



## AUTHORIZED ITEMS REQUIRING ADMINISTRATIVE APPROVAL

<u>Item/Service</u>	<u>Approving Activity</u>
Advertising in Newspaper On DD Form 1535	GC/Activity Commander
Bottled Water	Public Works Business Center, Environmental Health
Coins/Trophies/Awards for Military Members	General Officer (Reference memorandum dated 30 April 1997, subject: Award of Trophies and Similar Devices in Recognition of Accomplishments.)
Maintenance and Repair of Fire Extinguishers	Call IBO-C for name and phone number of current vendor
Printing Services from Vendors Other Than the Defense Automated Printing Service (DAPS)	Defense Automated Printing Service (DAPS)
Portalets	Call IBO-C for name and phone number of current vendor
Seasonal Decorations (Christmas, Easter, etc.)	Reference GAO decision 67 Comp. Gen. 87 (1987) (Refer to this for guidance)
Training Requirements for Military Personnel (\$2,500 or less)	RBC, Training Division, Training Integration Branch, POC: Steve Crumley
Training Requirements for Civilian Personnel (\$2,500 or less)	Individual's Commander or Director
Computers, Software, Satellite Dishes, Etc.	ITBC, MOI 10-99, POC: Joyce Holman

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Award of Trophies and Similar Devices in Recognition of Accomplishments

1. References:

- a. AR 600-8-22, Military Awards, Chapter 11
- b. Memorandum, HQ FORSCOM, FCJ1-CFP, 19 Mar 92, SAB.

2. The authority delegated to the Commander, XVIII Airborne Corps and Fort Bragg to use appropriated funds to purchase trophies and similar devices is further delegated as follows:

- a. For non-general officer commands, authority is delegated to the Deputy Commanding General, XVIII Airborne Corps and Fort Bragg.
- b. For units with general officer commanders, approval is delegated to that general officer.

3. The following provisions apply:

- a. These awards are for presentation to military members, units, or agencies of the Department of the Army for excellence in accomplishments and competition contributing to the effectiveness of the military mission.
- b. Accomplishments and competitions recognized under this authority will be officially established and announced. They will be conducted within a stated period. All eligible members, units, and agencies will be given an equal chance to compete.
- c. Contests and events will be of a continuing nature. However, awards may be made on a one-time basis where the achievement is unique and clearly contributes to increased effectiveness. Coordination will be accomplished to prevent one member, unit, or agency from receiving two awards for an achievement when other candidates are equally qualified.
- d. Trophies to be awarded are left to the discretion of the approval authority. Trophies may include, but are not limited to: loving cups, plaques, badges, buttons, coins, and similar objects. Cash prizes and presentation of savings bonds are not authorized. The value of the awards shall not exceed

AFZA-DC-P

SUBJECT: Award of Trophies and Similar Devices in Recognition of Accomplishments

\$75.00 for an individual award and \$250.00 for a team award, unless a higher value is approved by HQ, FORSCOM.

e. Requests for non-general officer commands shall be collected and submitted on a semi-annual basis through the ACofS, Resource Management (ACSRM) to the Deputy Commanding General. Requests for units with general officer commanders shall be approved by that general officer only.

4. Funding for these awards will come from the organization making the award. The International Merchant Purchase Authorization Card (IMPAC) may only be used for the purchase of these items after receiving the proper authority and within the cardholder's single purchase authority. Under no circumstances will a requirement be split in order to avoid the cardholder's single purchase authority.

5. This delegation is not applicable to awards to be presented to civilians and/or contractors.

6. Point of contact is Sandra L. Aman, 396-4362, ext. 203.

JOHN M. KEANE  
Lieutenant General, USA  
Commanding

DISTRIBUTION:

COMMANDER  
82ND ABN DIV  
1ST COSCOM  
44TH MED BDE  
18TH CORPS ARTY  
DRAGON BDE  
18TH AVN BDE  
20TH ENG BDE  
16TH MP BDE  
35TH SIG BDE  
18TH PERS GRP  
18TH CORPS FIN GRP  
WAMC  
1ST ROTC

UNACCOMPANIED PERSONNEL HOUSING (UPH) AND FAMILY HOUSING  
QUARTERS FURNISHINGS

Points of Contact:

Planning, programming, review furnishings catalogs, approval to purchase furnishings. Housing Division, UPH Management, Mrs. Gabriele Shelley, 396-3745.

Supply operations: Request, receive, delivery, issue, turn-in, storage, property book and hand receipt. Consolidated Installation Property Book Office, Furnishings Management Office, Mr. Charlie Watson, 396-1500, Mr. Lawrence Coleman, 396-8188.

Mission:

UPH:

PROVIDE BARRACKS AND DAYROOM FURNISHINGS TO UNACCOMPANIED PERSONNEL HOUSING (17,000 PERMANENT PARTY/3,200 TRANSIENT)

FAMILY HOUSING: (Now Contract Operated)

PROVIDE RANGES/REFRIGERATORS TO 4,994 FAMILY QUARTERS (250 ARE ARMY COMMUNITY HOUSING IN RAEFORD; AND SUPPLEMENTAL FURNISHINGS IN 15 GENERAL OFFICER QUARTERS AND TWO DESIGNATED COMMAND SERGEANT MAJOR QUARTERS

REGULATORY GUIDANCE:

AR 710-2

AR 735-5

AR 210-50

DA PAM 710-2-1

FURNISHINGS MANAGEMENT OFFICE (FMO) PROCEDURES ARE FOUND IN THE CONSOLIDATED INSTALLATION PROPERTY BOOK (CIPBO) HANDBOOK, CHAP 9, DATED 1 OCT 1998.

FAMILY HOUSING SUPPORT: PROVIDED THROUGH FAMILY HOUSING U-DO-IT STORE

UNACCOMPANIED PERSONNEL HOUSING: AREAS SUPPORTED - BARRACKS SLEEPING ROOMS, BARRACKS DAYROOMS, LOUNGES AND SOLDIER COMMUNITY BLDGS.

FURNISHINGS MANAGEMENT OFFICE (FMO) SUPPORT:

EXPENDABLES  
(PROCURED BY UNIT)

SLEEPING ROOMS

BEDS  
BED DRAWERS  
3-DRAWER CHESTS  
DRESSER/MIRROR  
REFRIGERATOR, 4 CF  
REFRIGERATOR, 10 CF  
REFRIGERATOR, 13 CF  
WARDROBES  
DESK W/CHAIR  
MATTRESSES  
SHAMPOOERS  
DRAPES/RODS  
BUFFER  
FAN, FLOOR/TABLETOP  
LAMPS, FLOOR/TABLETOP  
STANDS, TV  
TABLES, COFFEE, END, GUEST

DAYROOMS/LOUNGES/SCB

LAMPS  
ICE MAKER  
SOFA, 2&3-SEATER  
CHAIR, LOUNGE, OFFICE, VISITOR  
TABLE, COFFEE/END/GAME  
\*SHUFFLE BOARD  
VACUUM CLEANER W/ATCHMNTS  
DÉCOR PKG/PICTURES  
\*TELEVISION  
\*POOL TABLE W/BALL SET  
MICROWAVES W/STANDS  
\*FOOSBALL TABLE  
\*TENNIS TABLE  
BUMPER POOL  
\*VCR  
GAME, DARTS  
REFRIGERATOR, 14 CF  
TABLE, GUEST  
CHAIR, SIDE  
BAR STOOLS  
RANGE, ELEC, 30 IN  
BUFFER  
\*BILLIARD BALL  
\*STEREO, RADIO

BUFFER

BRUSHES/PADS  
BUMPER POOL BALLS  
SHUFFLE BOARD DISKS  
POOL CUR TIPS  
POOL STICKS  
GERMAN FOOSBALL  
VACUUM BAGS/BELTS  
TABLE TENNIS KITS  
CHALK  
SHOWER CURTAIN  
SHOWER CURTAIN HOOKS  
DRAPERY HARDWARE  
LAMP SHADES  
POOL CHALK  
POOL STICK RPR KITS

MISCELLANEOUS:

FOR THE REPAIR, ASSEMBLE (NEW POOL TABLES), DISASSEMBLE (FOR TURN-IN) OF POOL TABLES UNITS ARE REQUIRED TO CONTACT A VENDOR THAT PERFORMS SUCH SERVICE. THE COST IS AT THE UNIT'S EXPENSE, MOST OF WHICH IS PAID WITH THE IMPAC CREDIT CARD.

Expendable items procured by the unit do not require prior approval from FMO nor the UPH manager.

\*The asterisk represents those items that are non-expendable

## PURCHASING FLAGS/GUIDONS

The following information was taken directly from FB Regulation 715-3:

Cardholders are authorized to purchase unit crests and insignia made by manufacturers that have been certified by the Institute of Heraldry. Prior to purchase, the units must call the Institute of Heraldry for a list of certified manufacturers at (703)806-4985.

Cardholders are authorized to purchase guidons/flags only from vendors that comply with the Institute of Heraldry drawings and specifications. Commanders must approve all purchases for guidons/flags. Prior to purchase, the units should call the Institute of Heraldry to ensure they have the most current drawings and specifications (703)806-4985. The Institute of Heraldry would then provide a list of suggested sources.

The following additional information is provided by the Institute of Heraldry for Approving Officials and Commanders reference purchasing guidons/flags and unit crests and insignia:

**Q:** How many flags/guidons are we authorized?

**A:** Only one flag/guidon is authorized except Major Army Commands may procure an additional flag at their expense. Training Companies and split companies of ARNG are authorized duplicate guidons (see para 6-3, AR 840-10).

**Q:** We are a new unit and what do we do to get a flag?

**A:** If you are a TDA unit with more than 300 military personnel assigned, you will be authorized a flag as described in AR 840-10 for TDA units. The flag will have the branch insignia above the designation scroll or a branch color background. The branch immaterial device (Coat of Arms of the United States) is used for organizations that are not branch specific. You should forward a copy of your unit activation orders to this Institute. We will prepare the necessary manufacturing drawing and notify you on how to requisition the flag. TOE Battalions must submit request for Coat of Arms (COA) prior to being authorized a flag since the COA is on the flag. TOE Brigades/Commands must submit request for a SSI since the SSI design is on the flag.

**Q:** How do we go about ordering a flag or guidon? (Not a new unit)

**A:** All flags and guidons are obtained by submitting a manual requisition (DD Form 1348-6) to the US Army Support Office, Philadelphia, ATTN: SSSCPM-ARSOS, PO Box 13460, Philadelphia, PA 19145-3460. The Support Office already has the manufacturing drawing required for manufacturing the flag. Questions concerning the preparation of the requisitions should be referred to the Support Office at DSN 444-2519 or (215)737-2519.

**Q:** What is the stock number for our organizational flag and guidon?

**A:** There are no stock numbers for organizational flags and guidons since each is individually manufactured upon receipt of the requisition. The Federal Supply Class (FSC) is 8345.

**Q:** How much does the flag and guidon cost?

**A:** The organizational flag and guidon is funded by the Army Support Office at Philadelphia, for active Army units. Funds for USAR/ARNG units are provided to the Army Support Office by the component. USAR/ARNG units may check with the Army Support Office to ensure that funds are available. The unit submits an unfunded requisition.

**Q:** Can we locally procure an organizational flag or guidon?

**A:** The decision on local procurement rests with the installation commander. AR 710-2 permits the installation commander to authorize local procurement if an item is not available through supply channels in the prescribed time required.

**Q:** Can flags and guidons be purchased with the Government IMPAC Purchase Card?

**A:** Local contracting officers establish the policies and restrictions for Government IMPAC Purchase Card purchases.

**Q:** We are an Army unit and would like to be authorized an Army Flag. What do we need to do?

**A:** Only those units or offices listed in Table 1-1 and 1-2, AR 840-10 are authorized the Army Flag. Other organizations will not be authorized the Army Flag.

## REPAIRS TO PERSONNEL DOORS

The following information is provided for all Approving Officials and Alternate Approving Officials and Cardholders:

On 26 August 1998, XVIII Airborne Corps and Fort Bragg Policy Letter signed by MG Thomas H. Needham, was issued regarding use of IMPAC purchase cards to repair non-fair wear and tear (NFWT) damages to personnel doors, window/door glass, electric sliding doors, bay doors, and cranes and hoists. Units/activities are reminded that in accordance with that policy letter, effective 1 October 1998, the **ONLY** contractors authorized to repair damages resulting from NFWT are the PWBC maintenance contractors.

The PWBC maintenance contractor for performing NFWT repairs to personnel doors, window/door glass, electric sliding doors and bay doors is B & H Contracting Company, telephone: 910-436-9021.

The PWBC maintenance contractor for performing NFWT repairs to cranes and hoists is Ind/Ag Maintenance Service, telephone: 1-800-764-1647 or 910-245-7378.

The PWBC maintenance contractors are **mandatory sources** for **ALL NFWT** repairs as outlined in the 26 August 1998 policy letter and payment for those services will be made in accordance with unit/activity IMPAC purchase card procedures. Provisions have been established in each existing contract for units/activities to use their IMPAC purchase cards to obtain services from PWBC maintenance contractors. Failure of units/activities to obtain services for NFWT damages from mandatory sources may result in substandard work or use of materials which do not comply with Fort Bragg fire and safety standards, or a claim submitted against the Government for breaching the terms and conditions of the contract. After completion of work by PWBC maintenance contractors, repairs will be inspected by PWBC Contract Services Branch to ensure compliance with contract specifications.

PWBC point of contact for additional information regarding NFWT policy and procedures is Mr. Barry Taylor, 396-2618.

For additional information concerning this or any other IMPAC issue, call 396-4362, ext. 258, 259, 260, 218, or 214.



## **PADLOCKS**

The following was taken from an Information Paper written by the Security/Intelligence Division, Public Safety Business Center at Fort Bragg NC.

Only authorized padlocks, as specified by AR 190-11 and AR 190-51, and listed in the Consolidated Glossary of Physical Security Update 10-3, are authorized to be used to secure US Army property and equipment.

US Army standard requires that all padlocks be of the captive key type. This means that when the padlock is unlocked, and the shackle is in the open position, that the key cannot be removed. This feature is also known as retaining key and deadlocking key.

There has been an increase in unauthorized locks being found during Physical Security Inspections. In some cases, this can be attributed to a unit's use of IMPAC Purchase Cards to make local purchases of padlocks that do not meet standards.

Prior to purchasing padlocks with your IMPAC Purchase card, please ensure they are authorized for use.

## SECTION C

### PROCUREMENT LAWS AND REGULATIONS

#### I. ACQUISITION AUTHORITY

##### FLOW OF ACQUISITION AUTHORITY

Secretary of Defense  
Head of the Agency  
Head of the Contracting Activity  
Contracting Officer  
Cardholder

#### II. ACQUISITION REGULATIONS

The Regulations which govern ALL acquisitions are:

FAR	Federal Acquisition Regulation
DFAR	Defense Federal Acquisition Regulation
AFAR	Army Federal Acquisition Regulation
FB Reg 715-1	Fort Bragg Procurement Regulation
FB Reg 715-3	Fort Bragg International Merchant Purchase Authorization Card (IMPAC) Instructions

#### III. SIMPLIFIED ACQUISITION PROCEDURES

\*\*NOTE: These are FAR EXCERPTS. The FAR Parts may be read in their entirety on the Internet at Website: <http://www.arnet.gov/far>

##### FAR PART 1 FEDERAL ACQUISITION REGULATION (FAR)

##### SUBPART 1.6 - CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

##### 1.603-3 Appointment.

Contracting officers whose authority will be limited to micro-purchases shall be appointed in writing in accordance with agency procedures.

##### FAR PART 2 DEFINITIONS OF WORDS AND TERMS

2.101 "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

## **FAR PART 8**

### **REQUIRED SOURCE OF SUPPLIES AND SERVICES**

8.001 Priorities for use of Government supply sources.

(a) Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority—

(1) *Supplies.*

- (i) Agency inventories;
- (ii) Excess from other agencies (see Subpart 8.1);
- (iii) Federal Prison Industries, Inc. (see Subpart 8.6);
- (iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);
- (v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26-6), the Department of Veteran's Affairs (see 41 CFR 101-26.704), and military inventory control points;
- (vi) Mandatory Federal Supply Schedules (see Subpart 8.4);
- (vii) Optional use Federal Supply Schedules (see Subpart 8.4); and
- (viii) Commercial sources (including educational and nonprofit institutions).

Subpart 8.6—Acquisition from Federal Prison Industries, Inc.

8.601 General.

- (a) Federal Prison Industries, Inc. (FPI), also referred to as UNICOR, is a self-supporting, wholly owned Government corporation of the District of Columbia.
- (b) FPI provides training and employment for prisoners confined in Federal penal and correctional institutions through the sale of its supplies and services to Government agencies (18 U.S.C. 4121-4128).
- (c) FPI diversifies its supplies and services to prevent private industry from experiencing unfair competition from prison workshops or activities.

#### 8.603 Purchase priorities.

(a) FPI and nonprofit agencies participating in the Javits-Wagner-O'Day (JWOD) Program (see Subpart 8.7) may product identical supplies or services. When this occurs, ordering offices shall purchase supplies and services in the following priorities:

(1) *Supplies:*

(i) Federal Prison Industries, Inc. (41 U.S.C.48).

(ii) JWOD participating nonprofit agencies.

(iii) Commercial sources.

#### Subpart 8.7—Acquisition from Nonprofit Agencies Employing People Who Are Blind or Severely Disabled

#### 8.700 Scope of Subpart.

This subpart prescribes the policies and procedures for implementing the Javits-Wagner-O'Day Act (41 U.S.C. 46-48c), referred to in this subpart as “the JWOD Act,” and the rules of the Committee for Purchase from People Who Are Blind or Severely Disabled (41 CFR Chapter 51).

#### 8.702 General.

The Committee is an independent Government activity with members appointed by the President of the United States. It is responsible for—

(a) Determining those supplies and services to be purchases by all entities of the Government from JWOD participating nonprofit agencies;

(b) Establishing prices for the supplies and services; and

(c) Establishing rules and regulations to implement the JWOD Act.

#### 8.703 Procurement List.

The Committee maintains a Procurement List of all supplies and services required to be purchased from JWOD participating nonprofit agencies. Questions concerning whether a supply item or service is on the Procurement List should be referred to the Committee offices at the following address and telephone number:

Committee for Purchase from People Who  
Are Blind or Severely Disabled  
Crystal Square 3, Room 403  
1735 Jefferson Davis Highway  
Arlington, VA 22202-3461  
(703)603-7740

Many items on the Procurement List are identified in the General Services Administration (GSA) Supply Catalog and GSA's Customer Service Center Catalogs with a black square and the words "NIB/NISH Mandatory Source," and in similar catalogs issued by the Defense Logistics Agency (DLA) and the Department of Veteran's Affairs (VA). GSA, DLA and VA are central supply agencies from which other Federal agencies are required to purchase certain supply items on the Procurement List.

### FAR PART 13 SIMPLIFIED ACQUISITION PROCEDURES Federal Acquisition Streamlining Act (FASA) of 1994 Public Law 103-355

#### 13.001 DEFINITIONS.

"Authorized individual" means a person who has been granted authority, in accordance with agency procedures, to acquire supplies and services in accordance with this part.

"Governmentwide commercial purchase card" means a purchase card, similar in nature to a commercial credit card, issued to authorized agency personnel to use to acquire and to pay for supplies and services.

#### 13.003 Policy.

(f) Agencies shall use the Governmentwide commercial purchase card and electronic purchasing techniques to the maximum extent practicable in conducting simplified acquisitions.

## SUBPART 13.2 – Actions At or Below the Micro-Purchase Threshold

### 13.201 General.

- (a) Agency heads are encouraged to delegate micro-purchase authority (see 1.603-3).
- (b) The Governmentwide commercial purchase card shall be the preferred method to purchase and to pay for micro-purchases (see 2.101).

### 13.202 Purchase Guidelines.

- (a) Solicitation, evaluation of quotations, and award. (1) To the extent practicable, micro-purchases shall be distributed equitably among qualified suppliers.
- (2) Micro-purchases may be awarded without soliciting competitive quotations if the contracting officer or individual appointed in accordance with 1.603-3(b) considers the price to be reasonable.
- (3) The administrative cost of verifying the reasonableness of the price for purchases may more than offset potential savings from detecting instances of overpricing. Therefore, action to verify price reasonableness need only be taken if -
  - (i) The contracting officer or individual appointed in accordance with 1.603-3(b) suspects or has information to indicate that the price may not be reasonable (e.g., comparison to the previous price paid or personal knowledge of the supply or service); or
  - (ii) Purchasing a supply or service for which no comparable pricing information is readily available (e.g., a supply or service that is not the same as, or is not similar to, other supplies or services that have recently been purchased on a competitive basis).
- (b) Documentation. If competitive quotations were solicited and award was made to other than the low quote, documentation to support the purchase may be limited to identification of the solicited concerns and an explanation for the award decision.

## SUBPART 13.3 – Simplified Acquisition Methods

### 13.301 Governmentwide commercial purchase card.

- (a) The Governmentwide commercial purchase card is authorized for use in making and/or paying for purchases of supplies, services, or construction. The Governmentwide commercial purchase card may be used by contracting officers and other individuals designated in accordance with 1.603-3. The card may be used only for purchases that are otherwise authorized by law or regulation.

## PRICING ISSUES

### FAIR & REASONABLE PRICE

- \* Buyer's view
- \* Seller's view
- \* Competitive Market Price - Government's Choice

Cardholders **MUST** determine the price to be fair and reasonable. Some form of Price Analysis must always be done.

### PRICE ANALYSIS

- \* Comparison of prior prices
- \* Comparison with Published Price Lists

### COMPETITION

- \* The purpose for competition is to establish the required Fair and Reasonable Price
- \* A reasonable number of sources must be contacted. The generally accepted number of sources is "3".
- \* Not Required for purchases \$2,500 or under (Micro-purchases)

FEDERAL ACQUISITION REGULATION (FAR) states "to the maximum extent practicable, micropurchases shall be distributed equitably among qualified suppliers".

## ANTI-DEFICIENCY ACT

The Anti-Deficiency Act requires:

- \*\* Documentation that funds are available **PRIOR** to purchase

## POLICY OR PRECEDENT

(XVIII Abn Corps and Fort Bragg Memo 25-50)

1. SUBJECT

International Merchant Purchase  
Authorization Card Program

2. MASTER POLICY NO.

76

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3. ORIGINATOR

AFZA-DC

4. PHONE NUMBER

396-4362

5. DATE ESTABLISHED

10 March 1997

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6. SYNOPSIS:

1. This is a Corps policy pertaining to the International Merchant Purchase Authorization Card (IMPAC). This is a permanent policy which will not expire until rescinded or superseded. this policy will be reviewed one year from the date established. If the policy is still valid it will be republished and redated.

2. This policy covers the use and accountability of the IMPAC program for Fort Bragg. (This policy applies to all units/activities including tenants.) EXCEPTION TO this policy must be approved by the first General Officer in YOUR chain of command.

a. The number of cardholders per approving official is limited to no more than five.

b. Budget officials will not be appointed as cardholders or approving officials.

c. Approving officials will review their cardholders' monthly reconciled statements of account at the end of each month and forward these to Defense Finance Accounting Service (DFAS) not later than the 10th day of the month.

3. Commanders/Directors are responsible for oversight of the activity of their credit card holders and approving officials. Commanders/Directors shall take action to verify that credit card operations are in compliance with sound business practices, regulation (Corps Reg 715-3) and law. Recommend the following to assist in oversight of your operations.

a. Periodically review cardholders'/approving officials' records and statements of account.

(1) See if repetitive buys are made to acquire goods/services that, if purchased at one time, would exceed the \$2,500 threshold for credit card purchase. Splitting purchases to avoid the \$2,500 threshold is not permitted.



(2) Review items purchased, vendors, and amounts to see if the purchases pass the common sense test.

b. Discuss your credit card operations with your staff, cardholders, and approving officials. Topics should include:

(1) Credit card can only be used by the specific individual to whom the card was issued. No one else may use the card.

(2) Superiors/co-workers shall not direct cardholders/approving officials to use the card in a manner inconsistent with good business practice or in violation of regulation or law.

(3) Emphasize the need for timely submission of statements of accounts to DFAS for payment.

(4) Cardholders/approving officials are responsible for their actions. Improper use of the card or improper certification of statements of account may subject them to administrative or criminal proceedings. Random reviews are conducted by the IBO-C, Internal Review, and CID.

7. TYPE POLICY

  X   NEW

      CHANGE

      REVOCATION

8. IDENTIFY POLICY AFFECTED

9. APPROVED: (SIGNED)

DAN K. MCNEILL, BG, GS, Chief of Staff

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10. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)

XVIII Abn Corps and Fort Bragg Reg 715-3, 30 May 95, Fort Bragg International Merchant Purchase Authorization Card (IMPAC) Instructions

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11. DISTRIBUTION

A, D, E

12. DATE PUBLISHED

31 March 1997

## SECTION D

### CARDHOLDER PROCEDURES DESK GUIDE

1. DETERMINE UNIT'S REQUIREMENT.

a. Determine Unit's requirement. Does the requirement exceed \$2,500? If so - **STOP**. Requirement must be sent to Contracting for completion.

b. If requirement is \$2,500 or below, prepare written purchase request – cite Local Purchase Authority (LPA)- it's the AO's responsibility to know the TDA/TOE, CTA, AR's, etc that regulates the items you are authorized to have. (SEE APPENDIX A FOR SAMPLE OF WRITTEN PURCHASE REQUEST AND INSTRUCTIONS FOR COMPLETION)

2. VERIFY FUNDS AVAILABILITY OR HAVE A BULK FUNDING MEMO ON FILE.

3. REVIEW MANDATORY SOURCE OF SUPPLIES FOR AVAILABILITY.

4. OBTAIN WRITTEN APPROVAL FROM APPROVING OFFICIAL.

5. OBTAIN ADMINISTRATIVE APPROVAL(S) IF REQUIRED.

6. VERIFY VENDOR(S) ACCEPT VISA.

7. MAKE THE PURCHASE - **ONLY THE CARDHOLDER MAY USE THE IMPAC PURCHASE CARD FOR PURCHASES!!!!!!**

Advise the Vendor that purchase is for official government use and is tax exempt.

8. TRANSACTION LOG - Make entry on the Transaction Log. Obtain itemized receipt from vendor and maintain with Transaction Log.

9. RECEIPT PROCESS - Verify all items/services were received. Follow procedures in 11c below for any unresolved disputes.

10. PROPERTY BOOK – Add items purchased to property book, if applicable.

11. STATEMENT OF ACCOUNTS (SOA) - Receive, review, and forward to Approving Official within 5 days of receipt. If SOA is NOT available, AO will use transaction log reconcile billing account statement.

a. Receive SOA - if not received from US Bank by the 10th business day after the statement closing date (the 23rd of each month), **CALL THE BANK!**

b. Review SOA transactions.

(1) Verify the following:

- i Date of the Purchase
- ii Merchant's Name
- iii Dollar Amount

c. Errors or Disputed Actions

(1) Contact vendor and try to resolve

(2) If unable to resolve with vendor within 10 days after end of billing cycle (23<sup>rd</sup> of each month), complete the Customer Statement of Questioned Item form and fax to US Bank. **(YOU ONLY HAVE 60 DAYS TO DISPUTE)**

d. Sign the SOA, attach purchase requests, original itemized receipts and transaction log, and forward to Approving Official.

## **SUMMARY OF CARDHOLDER DUTIES**

**Complete Purchase Card Training as mandated by your agency.**

**Maintain card security to prevent unauthorized charges against the account.**

**Obtain an itemized receipt at the point of purchase and verify it for accuracy.**

**Retain original itemized receipts and Visa charge slips to be forwarded to the AO with the monthly SOA.**

**Keep a monthly transaction log of card purchases to be forwarded to the AO with the monthly SOA.**

**Call IMPAC Customer Service immediately regarding lost or stolen cards.**

**Notify IMPAC Customer Service of any billing discrepancies that cannot be resolved with the supplier by faxing Customer Statement of Questioned Item (CSQI) form. US Bank will place these charges in dispute.**

**Reconcile and forward the original Monthly Cardholder Statement, purchase requests, transaction log and all original itemized receipts/charge slips to the Approving Official.**

**Notify the Agency Program Coordinator of name, address and division/department changes by way of an Account Maintenance Form.**

**Use the Purchase Card in accordance with IMPAC regulations, policies and procedures.**

**Review spending limits and authorized merchant categories with Approving Official, prior to receipt of card.**

## **HOW THE PURCHASE CARD WORKS**

The cardholder presents the merchandise and card to the supplier.

After totaling the merchandise, the supplier processes the card information through an electronic terminal to obtain authorization.

The supplier requests authorization for purchase.

The request is transmitted electronically to US Bank through Visa's telecommunications network. US Bank verifies the account number and spending control limits.

The cardholder then receives the merchandise, card and one copy of the completed sales draft.

At the end of the day, the supplier batches and deposits the sales drafts with the processing bank who issues credit for the purchases.

The bank electronically transmits the sales draft information to US Bank, the card issuer, who applies the charges to the appropriate cardholder accounts.

*The same basic procedures are followed for mail and phone-order purchases, except that the supplier may require additional information for verification.*

## **CARDHOLDER RECONCILIATION**

- Records description of items purchased
- Annotates that hand receipts have been issued, when required
- Signs the Statement of Account (SOA)
- Attaches original itemized receipts (packing slip and cash register slips), purchase requests, and transaction log to SOA and forwards to AO.
- Identifies any transaction in dispute (Establish a suspense file)
- Keeps copies of the signed SOA and Customer Statement of Questioned Item (CSQI)  
Sends original SOA, original itemized receipts, and CSQI copies to the Approving Official
- Use transaction log in lieu of SOA to reconcile billing account statement

## **DISPUTED TRANSACTIONS**

### **Basis for Disputes**

- Defective Items
- Unauthorized Charges
- Items Billed But Not Received

### **The cardholder will:**

- Attempt to resolve discrepancies directly with the Vendor
- Not delay dispute process for items “Billed But Not Received”. Vendors should be informed they should not bill until items are shipped
- Document attempts/resolution of discrepancy

### **If this fails.....dispute the transaction**

- Prepare Customer Statement of Questioned Item (CSQI) and fax directly to US Bank. Fax number is on CSQI form
- Statement of Account (SOA) is paid in full (attach a copy of the CSQI) when given to AO
- A disputed transaction must be disputed within 60-days of cycle date pt of the SOA
- Sales Tax and Shipping Charges are not disputable
- Document CSQI and results

# **SAMPLE**

AFZA-IBO-CS

07 August 2000

MEMORANDUM FOR

SUBJECT: Delegation of Procurement Authority

1. You are hereby delegated authority to purchase supplies and services and pay for such purchases using the International Merchant Purchase Authorization Card (IMPAC) provided the amount of any single purchase does not exceed \$2500.00.
2. Supplies or services may be purchased, consistent with your organizational responsibilities and monthly purchase limits established by the approving official designated to review your purchases, to satisfy legitimate requirements. This delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply (see FAR Part 8). Furthermore, it does not authorize you to procure supplies or services for which procurement responsibility has been assigned to another organizational element.
3. All purchases must be made in accordance with applicable laws and regulations, including but not limited to, the Federal Acquisition Regulation (FAR), the XVIII Abn Corps and Fort Bragg Reg 715-1, and the Fort Bragg International Merchant Purchase Authorization Card (IMPAC) Instructions, XVIII Abn Corps and Fort Bragg Reg 715-3.
4. Your attention is directed to the paragraph of the XVIII Abn Corps and Fort Bragg Reg 715-3 titled Unauthorized Use. This delegation does not authorize you to purchase any of the supplies or services listed in subject paragraph.
5. This authority cannot be re-delegated and shall automatically terminate upon separation from the agency or upon reassignment to another office within the agency.

IMPAC Account Manager

## **APPROVING OFFICIAL (AO) RESPONSIBILITIES**

1. Return signed Certifying Official Delegation Letter and DD Form 577, Signature Card to IMPAC Team, IBO-CS immediately after receipt and completion.
2. Be Senior to cardholder(s) and in direct chain of command.
3. No more than five (5) cardholders per approving official. (Reference Policy No. 76, dated 10 Mar 97)
4. Oversee the activities of cardholders. Ensure that the transactions meet the legal requirements for authorized purchase card purchases and adequate documentation is available for individual transactions.
5. Review cardholders' statements, transaction logs, and associated charge slips/receipts for each cardholder at the end of each month and maintain on file for three (3) calendar years.
6. **Date-stamp or hand write the date** on the billing account statement when received from US Bank. It should be stamped or hand written on the upper right hand corner of the first page above the statement closing date. The receipt date is very important and will be used by Vendor Payment personnel to compute the required payment due date under the Prompt Payment Act. **\*\*\*Failure by the AO to date-stamp the receipt date on a billing statement will result in vendor pay personnel using the statement closing date to compute the due date for payment.\*\*\***
7. If Approving Official does not receive billing account statement from the bank by the 10th business day after the statement closing date (the 23rd of each month), **call the bank** and request a copy be faxed to you. If the copy is not received within 5 business days, call your IMPAC account manager.
8. Certify, in accordance with certifying officer's guidance, the billing statement for payment by indicating the amount to be paid in the space provided on the billing statement and signing the certification statement. This should be the Current Billing Activity on the billing statement. It is the approving official's responsibility to ensure the Current Billing Activity amount is correct. In addition, the AO will ensure that applicable accounting data is provided on the statement detail. **A purchase card certifying officer (Approving Official) is pecuniary liable for payments in accordance with the provisions of 31 U.S.C. 3528(a).**



9. In accordance with the procedures for your appropriate DFAS paying office, forward certified, date-stamped billing statement to that office, within 15 days after it is received by you. Please provide your RM / Comptroller a copy of BAS for obligations of funds.
10. If necessary, coordinate with DFAS and US Bank to determine the status of unpaid balances on billing statements.
11. Provide memo/maintenance form to IBO-CS for any required changes to account(s).
12. It is the approving official's responsibility to clear their IMPAC account upon change in approving official. Remember, you are pecuniary liable for the account. Ensure the account has either been closed or taken over by the incoming approving official.

### **RECORDS**

The Approving Official (Certifying Officer) :

- Date Stamps or hand writes the date on the Billing Account Statement immediately upon receipt
- Indicate the amount to be paid (current billing activity)
- Ensures accounting classification is correct
- Signs and certifies the Billing Account Statement
- Pays for disputed item(s) while the Customer Statement of Questioned Item (CSQI) is being resolved
- Ensures receipt of Billing Account Statement at the Paying Office within 15 calendar days
- Retains each original SOA, purchase requests, and transaction logs (with original itemized receipts) and a copy of the certified Billing Account Statement for three (3) calendar years

## **PROCEDURES FOR IMPAC REBATES**

US Bank issues quarterly rebates to the IMPAC billing accounts. On your January, April, July and October billing account statements, you MAY see an IMPAC rebate. It will be annotated at the top of the 2nd page of the Approving Official's billing account statement where the payments are annotated. It will be listed as a payment. PLEASE DEDUCT THIS REBATE AMOUNT FROM YOUR CURRENT BILLING ACTIVITY AND CERTIFY THE BALANCE FOR PAYMENT. Make a note to DFAS beside the amount certified that you have deducted the rebate.

If you have zero current billing activity, you must deduct rebate on the next month that you have activity and you MUST make a note to DFAS that you have deducted the rebate amount from \_\_\_\_\_(the month you received the rebate).

# SAMPLE

AFZA-IBO-CS

MEMORANDUM FOR

SUBJECT: Appointment as Certifying Officer

1. This memorandum is formal notification that you are hereby appointed as a purchase card certifying officer to (Appropriate DFAS Office).
2. In this position you will be responsible for certifying payment vouchers and documents for Government Purchase Card Contractor invoices covering purchases and services obtained with the Government purchase card.
3. You shall become thoroughly familiar with your responsibilities and accountability. You must acknowledge this appointment and that you have read and understand your responsibilities and accountability by signature below. In addition, you shall complete DD Form 577, Signature Card for the Fort Bragg disbursing office. After completion, a signed copy of this appointment and the completed DD Form 577 shall be returned to me for approval and the DD Form 577 forwarded to the disbursing officer noted above. For all documents you certify under this appointment, your signature must be in the form indicated by you in block 5 of the DD Form 577.
4. Point of contact is (IMPAC ACCOUNT MANAGER), 6-4362, ext. XXX.

SANDRA L. AMAN  
Chief, Support Division

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## ACKNOWLEDGMENT

1. By signature hereon, I acknowledge my appointment as a certifying officer. I understand my responsibilities, accountability, and my right to request relief of liability for any payment I certify later determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor).
2. Attached for your approval is the completed DD Form 577, Signature Card.

Certifying Officer  
(Signature block)

UNITED STATES CODE ANNOTATED  
TITLE 31. MONEY AND FINANCE  
SUBTITLE III—FINANCIAL MANAGEMENT  
CHAPTER 35—ACCOUNTING AND COLLECTION  
SUBCHAPTER III --AUDITING AND SETTLING ACCOUNTS

Copr. O West Group 1997. No Claim to Orig. U.S. Govt. Works

Current through P.L. 1054, approved 3-3-97

§ 3528. Responsibilities and relief from liability of certifying officials

(a) A certifying official certifying a voucher is responsible for --

- (1) information stated in the certificate, voucher, and supporting records;
- (2) the computation of a certified voucher under this section and section 3325 of this title;
- (3) the legality of a proposed payment under the appropriation or fund involved; and
- (4) repaying a payment --

(A) illegal, improper, or incorrect because of an inaccurate or misleading certificate;

(B) prohibited by law; or

(C) that does not represent a legal obligation under the appropriation or fund involved.

(b)(i) The Comptroller General may relieve a certifying official from liability when the Comptroller General decides that--

(A) the certification was based on official records and the official did not know, and by reasonable diligence and inquiry could not have discovered, the correct information; or

(B)(i) the obligation was incurred in good faith;

(ii) no law specifically prohibited the payment; and

(iii) the United States Government received value for payment.

(2) The Comptroller General may deny relief when the Comptroller General decides the head of the agency did not carry out diligently collection action under procedures described by the Comptroller General.

(c) The Comptroller General shall relieve a certifying official from liability for an overpayment --

(1) to a common carrier under section 3726 of this title when the Comptroller General decides the overpayment occurred only because the administrative audit before payment did not verify transportation rates, freight classifications, or land-grant deductions; or

(2) provided under a Government bill of lading or transportation request when the overpayment was the result of using improper transportation rates or classifications or the failure to deduct the proper amount under a land-grant law or agreement.

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# 31 USCA s 3528

I(d) Repealed. Pub.L. 104-106, Div. A, Title IX, § 913(c)(5), Feb. 10, 1996, 110 Stat. 412]

CREDIT(S)

1983 Main Volume

(Pub.L. 97-258, Sept. 13, 1982, 96 Stat. 966.)

1997 Electronic Update

(As amended Pub.L. 98-216, § 1(4), Feb. 14, 1984, 98 Stat. 4; Pub.L. 104-106, Div. A, Title IX, § 913(c)(5), Feb. 10, 1996, 110 Stat. 412.)

<General Materials ((3M) - References, Annotations, or Tables>

## HISTORICAL AND STATUTORY NOTES

Revised Section	Source (U.S. Code)	Source (Statutes at Large)
3528(a)	31: B2c (less provisos) ..... Dec. 29, 1941, ch. 641, § 2, 55 Stat. 875; ..... June 6, 1972, Pub.L. 92-310, § 231 (cc), ..... 86 Stat. 213. 31:82f (related to certifying officers) ..... Apr. 28, 1942, ch. 247, § 301 (1st par. ..... proviso under heading "Bureau of ..... Accounts related to certifying ..... officers), 56 Stat. 244.	
3528(b)	31:82c (1st proviso)	
3528(c)	31: 82c (last proviso) 31:82g (related to certifying officers) ..... June 1, 1942, ch. 320 (related to ..... certifying officers), 56 Stat. 306.	
3528(d)	31: 82e (related to 31: 82c) ..... Dec. 29, 1941, ch. 641, § 4 (related to § ..... 2), 55 Stat. 876.	

## Explanatory Notes

In the section, the word "official" is substituted for "officer or employee" and "officer" for consistency in the revised title and with other titles of the United States Code.

In subsection (a), before clause (1), the words "the existence and correctness of" are omitted as surplus. In clause (1), the words "or otherwise stated on" are omitted as surplus. The word "records" is substituted for "papers" for consistency. Clause (2) is substituted for 31:82f [former § 82f of this title] (related to certifying officers) because of the restatement. In clause (4), before subclause (A), the word "repaying" is substituted

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for “and required to make good to the United States” to eliminate unnecessary words. The words “the amount of” are omitted as surplus. In subclause (A), the word “inaccurate” is substituted for “false, inaccurate” to eliminate an unnecessary word. The words “made by him” are omitted as surplus. In subsection (b), before clause (1), the words “in his discretion” and “for any payment otherwise proper” are omitted as surplus. clause (2)(B) is substituted for “the payment was not contrary to any statutory provision specifically prohibiting payments of the character involved” to eliminate unnecessary words. In subsection (c) before clause (1), the word “services in 31:82c [former § 82c of this title] (last proviso) is omitted as surplus. The words “On and after June 1, 1942” in 31:82g [former § 82g of this title] (related to certifying officers) are omitted as executed. The word “audit” is substituted for “examination” for consistency in the revised title and with other titles of the Code. The words “of the transportation bill” are omitted as surplus. In clause (2), the words “equalization and other” in 31:82g [former § 82g of this title] are omitted as surplus.

In subsection (d), the words “under the jurisdiction” are omitted as surplus. The words “a military department of the Department of Defense” are substituted for “the department of the Army, the Navy Department (including the Marine Corps)” for consistency with title 10 [Title 10, Armed Forces]. The words “and the Panama Canal” (subsequently changed to “the Canal Zone Government” by § 2(a)(1) of the Act of September 26, 1950 (ch. 1049, 64 Stat. 1038) are omitted because of the Panama Canal Act of 1979 (Pub.L. 96-70, 93 Stat. 452). the word “pay” is substituted for “salaries” for consistency in the revised title and with other titles of the Code.

#### 1996 Amendments

Subsec. (d). Pub.L. 104-106, § 913(c)(5), struck out subsec. (d) which had provided that this section did not apply to disbursements of a military department of the Department of Defense, except for disbursements for departmental pay and expenses in the District of Columbia.

#### 1984 Amendments

Subsec. (b)(1). Pub.L. 98-216, § 1(4)(A) to (E), designated existing provisions as par. (1) and made conforming and accommodating changes in the body of par. (1) as so redesignated by substituting the designations subpars. (A) and (B) and cls. (I), (ii), and (iii) for the former designations pars. (1) and (2) and subpars. (A), (B), and (C), respectively.

Subsec. (b)(2). Pub.L. 98-216, § 1(4)(F), added par. (2).

#### Effective Date of 1984 Amendment

Amendment by Pub.L. 98-216 effective as of Sept. 13, 1982, see section 4(c) of Pub.L. 98-216, set out as an Effective Date of 1984 Amendment note under section 490 of Title 18, Crimes and Criminal Procedure.

#### Savings Provisions

For savings provisions relating to amendment by Pub.L. 98-216, see section 4(d) of Pub.L. 98-216, set out as a note preceding section 101 of this title.

#### Legislative History

For legislative history and purpose of Pub.L. 98-216, see 1984 U.S. code cong. and Adm. News, p. 3. See also, Pub.L. 104-106, 1996 U.S. Code Cong. and Adm. News, p. 238.

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## TIME FRAMES

**BILLING ACCOUNT STATEMENT:** The Billing Account Statement (BAS) provides you with the data for each active cardholder account in a given cycle. The BAS is a single source of information for all Purchasing Card activity.

**24th** - Bank sends out cardholder statement of account and Approving Official's (AO's) billing account statements

**5th** - Cardholder should receive cardholder statement/AO should receive billing statement (invoice)

**10th** business day after the end of billing cycle (23<sup>rd</sup>) - If not received, call the bank, ask them to fax you a copy. You may use cardholder transaction log to reconcile billing account statement in lieu of statement of account.

Within 5 days of receipt, Cardholder reconciles SOA and forwards to AO.

AO's Billing Account Statement should be date-stamped or hand write the day of receipt, signed and forwarded to the appropriate DFAS paying office within 15 days of receipt.

## **Questions and Answers**

**Who can obtain a US Bank IMPAC Purchasing Card?**

Anyone whose position requires them to routinely complete purchase requisitions for small-dollar purchases.

**What is a micro-purchase?**

Small-dollar purchases are typically for several hundred dollars or less. For example, it could be a single item costing \$200 or a group of items totaling \$500. The government defines a “micro-purchase as any purchase \$2,500 or below.

**How does someone obtain a card?**

The prospective cardholder must attend the IMPAC training. Completed forms are then forwarded to the Agency Program Coordinator for processing with IMPAC.

**Who handles changes or deletions?**

The Approving Official is responsible for forwarding maintenance forms to the Agency Program Coordinator for processing.

**Can Cardholders be moved from one Approving Official to another? Yes.** The old Approving Official must submit a clearing memo and the new Approving Official must submit a cardholder set-up form requesting the cardholder be moved.

**What if I’m transferred to another unit?**

Cardholders can no longer be moved. Cancel and re-set-up.

**Who is the Agency Program Coordinator?**

The Agency Program Coordinator (APC) is usually someone in Contracting at your location who coordinates various activities related to the IMPAC Purchase Card Program.

**What is Contracting’s Role?**

Contracting will have an over-sight role in the Purchasing Card Program. Contracting’s involvement will be limited to policy, procedures, and periodic verification/audit and process control.

**Why not simply use a purchase order?**

The government is attempting not only to simplify the Purchasing Card process, but to reduce total acquisition costs. The acquisition community believes that the Purchase Card use will increase flexibility, simplify the Purchase Card process, and reduce total acquisition cost.

**What is a “requirement”?**

Typically, the known needs of an organization/activity by the cardholder at the time of the purchase constitutes the requirement.

**What do I do if my requirement exceeds \$2500 for supplies/services or \$2000 for construction?**  
**You must process all requirements over these limits through the IBO-Contracting Office.**

**How do I use the card?**

**The IMPAC Purchase Card functions just like a typical charge card with certain limitations on transactions. When you present the card, the supplier requests authorization through the Visa network. If your purchase is within the card's limits, you will receive the goods and sign for the purchase. In return you must obtain a detailed receipt of the items purchased and any applicable shipping/freight charges.**

**Can I use the card over the telephone?**

**Yes, just as you might use your personal Visa Card. The supplier will ask for your card number and expiration date of the card. Make sure to record the transaction in your transaction log. You must instruct the supplier to provide you with a detailed receipt showing purchases.**

**What limits are placed on the card?**

**Standard limits include:**

**A maximum dollar amount per transaction.**

**A maximum monthly total.**

**Specific merchant types as requested by your agency.**

**What if I'm declined authorization?**

**Contact IMPAC Customer Service immediately and ask why the card was declined. The 800 number for Customer Service is on the back of your IMPAC Card. If you need assistance, call your Agency Program Coordinator.**

**Do I pay tax?**

**No. All purchases are exempt from tax.**

**What should I do with receipts?**

**Save them! They are very important. You will need the receipts to reconcile your Monthly Cardholder Statement of Account. Attach each receipt to the corresponding written purchase request. You are required to forward all original receipts with your original SOA to your approving official.**

**How does a supplier get paid?**

**The supplier will be paid by their processing bank.**

**How do I reconcile a Monthly Cardholder Statement of Account?**

**You will receive a Monthly Cardholder Statement of Account listing suppliers and purchases. Using your activity log plus detailed receipts, verify that the statement charges match your purchase records. Any disputes will be handled after payment, with adjustments issued the next month.**

**What if there's an incorrect charge on the statement?**

**If you have a problem with the statement, identify the problem and try to resolve it directly with the supplier. If the supplier refuses to issue credit or otherwise fails to resolve the problem, complete a CSQI Form and forward it to US Bank Within 60 days.**

**What if there's an unauthorized charge on my statement?**

**You must complete the CSQI form. If the charge appears to be fraudulent, notify US Bank immediately and they will determine if account will be closed and a new account will be opened.**

**What if I lose a receipt?**

**A detailed receipt is important because it serves as proof of purchase. If a receipt is misplaced, try to get a copy from your supplier. If impossible, note the misplacement on your Monthly Cardholder Statement and transaction log. You may prepare a memorandum for record signed by the approving official explaining missing receipts and validity of price.**

**How does the cost get into the accounting system?**

**All purchases made on your card will be charged to the accounting code specified on your original application.**

**What if I want to charge to a different accounting code?**

**Only one accounting code per card is possible. Multiple cards can be issued if more than one accounting area is to be charged. A special project card can be established for a limited time to cover a specific project and then cancelled when project is over.**

**What if my card is lost or stolen?**

**Contact IMPAC Customer Service immediately (1-888-994-6722). Prompt action will reduce company liability for fraudulent charges.**

**Will my purchases be checked?**

**YES! Each month you will submit your certified Monthly Cardholder Statement, transaction log and receipts to your AO for certification. Also, there will be random audits to verify compliance, so it is important to maintain your log and retain all receipts.**

## APPENDIX A

### IMPAC PURCHASE REQUEST

Requester/RDD: (1)\_\_\_\_\_ RDD:\_\_\_\_\_

Unit/Section: (2)\_\_\_\_\_

POC/Phone: (3)\_\_\_\_\_

Authority/Justification: (4)\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CAPR: (5)\_\_\_\_\_

PBO Approval: (6)\_\_\_\_\_

Mandatory Source: (7)\_\_\_\_\_

Admin Approval: (8)\_\_\_\_\_

Approving Official: (9)\_\_\_\_\_  
 JOHN J. SMITH  
 CPT, IN  
 S4

Supply/Service

<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
(10)			

Issued to: (11)\_\_\_\_\_

PBO Documentation: (12)\_\_\_\_\_

Action Complete: (13)\_\_\_\_\_

Cardholder: (14)\_\_\_\_\_  
 JANE B. SMITH  
 SGT, USA

## INSTRUCTIONS FOR SAMPLE PURCHASE REQUEST

1. Requestor/RDD. Insert name and Rank of the person requesting the supply or service and the Required Delivery Date (RDD).
2. Unit/Section. Requestor's unit.
3. POC/Phone. POC Name (if other than Requestor) and phone number.
4. Authority/Justification. Indicate the authority (TOE, MTOE, TDA, CTA, AR, etc.) that authorizes this purchase. Enter a brief written justification such as the following:
  - a. Annual service for fire extinguishers. Service not available on Ft. Bragg,
  - b. Port-O-Lets for Warfighter Exercise. Requirements contract with Vantex.
  - c. Part request cancelled...not available in the supply system.
5. Capabilities Request (CAPR). Indicate CAPR approval date if for IMA items requiring ITBC approval and attach copy of approved CAPR to purchase request.
6. PBO Approval. Indicate PBO approval date for supply items requiring formal Property Book accountability.
7. Mandatory Source. Indicate if supply or service is available from a mandatory source (UNICOR, GSA, NIB/NISH, etc.). If not available or not available by RDD, enter justification.
8. Admin Approval. Indicate admin approval date for supplies or service that require admin approval. Enter name of approval authority and/or attach proof of admin approval to purchase request.
9. Approving or Alternate Approving Official. Signature required prior to purchasing the requested supply or service.
10. Supply/Service Description. Self-explanatory.
11. Issued To. Enter name of person(s) receiving the supply or service and/or have the person sign.
12. PBO Documentation. Enter date supply items are entered on to the formal Property Book, handreceipt, etc. and/or attach proof of property accountability.
13. Action Complete. Enter date action is completed. This includes: receipt, issue, accountability and vendor payment.
14. Cardholder. Cardholder signature verifying that action is complete.

## APPENDIX B

### MERCHANT ACTIVITY TYPE CODES

00 - All  
 01 - All,except A,B,C, D  
 02 - A,B,C,D,M  
 03 - S  
 04 - A, B,C,D,M,S  
 05 - B, D  
 06 - E, F,G  
 07 - H,I,J  
 08 - J,K,L,N,O,R  
 09 - J,M  
 10 - D,K,N,O,P,Q,R  
 11 - P,R  
 12 - Q,R  
 13 - J,K,N,O,R  
 14 - D,J,K,L,M,N,O,P,Q,R,S  
 15 - G,J,K,R  
 16 - B  
 17 - B,D,E,J,K,L,O,S  
 18 - D,E,J,K,L,O  
 19 - J,K,L  
 20 - G,J,K,L,O,P,Q,R  
 21 - J,K,L,O,P,Q,R  
 22 - C,D,E,G,J,K,L,O,P,Q,R  
 23 - B,G,J,K,L,O,P,Q,R  
 24 - B,D,G,H,J,K,N,O,S  
 25 - All,except A,C,D  
 26 - F,I,J,K,L,N,O  
 27 - B,D,F,G,J,K,L,N,O,S  
 28 - ALL except A,D,H,I and P  
 29 - G,J,K,O,R  
 30 - B,D,E,G,J,K,L,O,S  
 31 - A,B,C,D,H,I,J,K,M,N,O,S  
 32 - B,J,K,N,O,S  
 33 - G,J,K,P  
 34 - C,G,H,J,K,L,M,N,O,P  
 Recreational  
 35 - B,E,G,J,K,L,O,P,R,S  
 36 - C,I  
 37- A,B,D,E,F,G,J,K,L,M,N,O,P,Q,R,S  
 38 - G,J,K,L,O,S  
 39 - G,J,K  
 40 - E,G,J,K,N,O,Q,R  
 41- G,J,K,L,M,N,O,Q,R  
 42 - E,F,G,H,J,K,L,M,N,O,P,Q,R,S  
 43 - B,C,D,E,F,G,J,K,L,M,N,O,P,Q,R,S  
 44 - E,J,K,O,  
 45 - E,G,J,K,L,N,O,P,Q,R  
 46 - J,K,L,O

47 - C,G,J,K,L,N,O,P,Q,R,S  
 48 - G,J,K,L,N,O,P,Q,R,S  
 49 - B,G,H,J,K,L,O,P  
 50 - G,J,K,L,N,O  
 51 - A,B,D,E,F,G,H,K,L,N,O,P,Q,R,S  
 52 - B,E,F,G,H,J,K,L,M,N,O,P,Q,R,S  
 53 - F,G,J,K,O  
 54 - B,C,J,K,L,O,P,S  
 55 - E,F,G,J,K,L,O,P,R,S  
 56 - D,H,I,J  
 57 - D,S  
 58 - G,H,J,K,L,O,Q,R,S  
 59 - B,E,J,K,L,N,O,S  
 60 - D,F,G,J,K,O  
 61 - D,G,J,K,O,Q  
 62 - B,D,G,J,K,O,Q  
 63 - B,D,G,J,K,L,O,Q  
 64 - C,E,F,G,H,I,J,K,L,M,N,O,Q,R  
 65 - C  
 66 - P  
 67 - C,O  
 68 - J,K,L,O,S  
 69 - C,J,K,L,O,P,Q,S  
 70 - B,C,D,E,F,G,H,I,J,K,L,N,O,Q,S  
 71 - C, D, E,G,H,J,K,L,O,P,Q, R  
 72 - J,K,O,P  
 73 - A,B,D,E,F,G,H,J,K,L,N,O,P,Q,R,S  
 74 - A,B,C,I  
 75 - B,C,D,E,H,I,J,K,N,O,P,Q,S  
 76 - A,B,J,K,L,N,O,S  
 77 - B,J,K,L,N,O,S  
 78 - B,E,G,J,K,L,N,O,P,R,S  
 79 . B,G,J,K,L,O  
 80 - B,C,I  
 81 - B,D,E,F,G,H,J,K,L,M,N,O,P,Q,R,S  
 82 - B,E,G,H,J,K,L,N,O,P,R,S  
 83 - B,E,G,J,K,O,S  
 84 - A,B,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S  
 85 - G,J,K,L,N,O,R  
 86 - B,H,J,K,N,O,R  
 87 - B,C,D,E,F,G,I,J,K,L,M,N,O,P,Q,R,S  
 88 - C,E,J,K,L,O  
 89 - B,C,D,E,G,H,I,J,K,M,N,O,P,Q,S  
 90 - B,D,E,F,G,H,I,J,K,L,M  
 91 - B,S  
 92 - H

### MERCHANTCATEGORY

#### CODE TABLE

A - Airlines,Airports  
 B - Vehicle Rental,Dealers,Service  
     Gasoline,Parts,Towing  
 C- Hotel,Motel  
 D - Misc.Transportation(R.R.,Taxi,  
     Ambulance, Bus Travel  
     Agencies [No Airline Passage]  
     Freight, Courier Services  
 E -Telephone,Telegraph,Cable  
     Services,Cable Equipment,  
     Utilities  
 F - Mail/Phone Order,Transportation  
     &TravelRelated Arrangement  
     Services (NoTravel Agencies)  
 G - MailOrderHouses  
 H - Food/Dairy Stores, Drug/Liquor  
     Stores  
 I - Caterers,Restaurants,Bars  
 J - Discount/Department Variety  
     Stores,Misc.General  
     Merchandise  
 K - Misc.& Specialty Retail Stores  
     Lumber/Hardware, Lawn  
     Garden  
     Clothing  
     Home Furnishings &  
     Equipment  
     Household Appliances,  
     Music/Records  
     GovernmentServices, Not  
     Elsewhere classssified  
 L - Contractors  
 M - Camps,Camp Sites,  
     Amusement&  
         Services  
 N - Misc. Personal Services  
 O - Misc .Business Services  
 P - Medical Services  
 Q- Schoois, Educational Services &  
     Day Care  
 R - Membership Organizations  
 S - Fuel (Fuel Dealers-Fuel Oil,  
     Wood,Coal,Liquefied  
     Petroleum)

## APPENDIX C (SAMPLE OF BILLING ACCOUNT STATEMENT)

BILLING ACCOUNT STATEMENT

I.M.P.A.C.

SEND BILLING INQUIRIES TO:  
I.M.P.A.C CARD SERVICES  
FARGO ND 58125-6347

PAYMENT DUE IN ACCORDANCE  
WITH THE PROMPT PAYMENT ACT

\$ XXXXXXXXXXXX \*  
\*\* AMOUNT PAID \*

\$ \_\_\_\_\_

STATEMENT CLOSING

BILLING STATEMENT

JAN 23, 1998

REMIT TO:  
I.M.P.AC. CARD SERVICES  
PO BOX 6313  
FARGO, ND 58125-6313

BILLING ACCOUNT NUMBER  
4716-3045-XXXX-XXXX

PREVIOUS BALANCE	\$1,000.00	PURCHASES AND OTHER CHARGES	\$500.00
PAYMENTS	\$1,000.00	SELF ASSESSED INTEREST PENALTY	.00
CURRENT BILLING ACTIVITY	\$ 500.00	CHECKS	.00
ACCOUNT BALANCE	\$ 500.00	CHECK FEE	.00
		CREDITS	.
		CURRENT BILLING ACTIVITY	\$500.00

NAME OF APPROVING OFFICIAL  
ADDRESS

\*IF PAYMENT TOWARDS PREVIOUS BALANCE HAVE BEEN MADE,  
PLEASE DEDUCT FROM THE PAYMENT DUE.



**THIS IS ON BACK OF EACH PAGE OF BILLING ACCOUNT STATEMENT**

Plain Language Responsibilities: Purchase Card Certifying Officer

I certify on \_\_\_\_\_ that the purchase and amounts shown documented on this statement:

1. Are correct and were required to fulfill immediate mission requirements of my organization.
2. Do not exceed spending limits approved by the Resource Manager.
3. Are not for my personal use or the personal use of the receiving individual.
4. Are not for items that have been specifically prohibited by my organization or by statute (ex: rents, real estate, transportation and travel, telecommunications).
5. Are not part of a system or larger purchase exceeding \$100,000 in value.
6. Have not been split into smaller segments to stay under the micro purchase limit (\$2,500).

In making this certification, I understand that I will be responsible for repaying my organization for any purchases that do not meet the above requirements as determined by later audit and/or reconciliation. I also understand that the disbursing officer will charge for late interest payment penalties.

---

SIGNATURE

AFZA-RBC-LBP

MEMORANDUM FOR Hand Receipt Holder #\_\_\_\_\_

SUBJECT: IMPAC Government Credit Card Purchases

1. References:

- a. Federal Acquisition Regulation (FAR), part 13, Simplified Acquisition Procedures
- b. AR 735-5, para 2-8, Basic Policies and Procedures for Property Accounting
- c. DA Pam 710-2-1, para 5-3, Using Unit Supply System Manual
- d. FB 700-1, Installation Logistics Procedures
- e. FB Reg 715-3, Ft Bragg International Merchant Purchase Authorization Card (IMPAC) Instructions
- f. CIPBO Handbook, Property Accountability Guide

2. After making authorized purchases with the IMPAC Government Credit Card, please provide this office with the credit card slips, invoices (all pages) and a memorandum (see enclosure), describing in detail (make, model, serial number, if applicable) the item(s) that were purchased that are considered "Not Consumed In Use" (accountable property), for example; Lawn Maintenance Equipment, Automated Data Processing Equipment, etc. This activity will edit the memorandum along with invoices so as to determine which of the remaining items (if any) that appear on the invoices are considered expendable (Consumed In Use) or durable property. All non-expendable (Not Consumed In Use) purchased items will be placed on the hand receipt of the individual/activity that made the purchase.

3. All units and/or activities and staff section approving officials will ensure that property book accounting procedures have been followed and that hand receipts have been established where required.

4. A sample of the required memorandum addressed to CIPBO, in the proper format, is enclosed. Additionally, the memorandum **must** be signed by the Primary Hand Receipt Holder or designated representative.

**---SAMPLE---**

27 Oct 97

MEMORANDUM FOR (Property Book Officer Responsible for Unit/Activity),  
Ft Bragg, NC 28307-5000

SUBJECT: Establishing Accountability of Items Purchased with Government  
IMPAC Credit Card

1. The items listed below have been purchased with the government IMPAC credit card and corresponds with the sales receipt(s) attached. Request that the invoice/credit card slip be reviewed and those property book and/or durable items be properly accounted for and placed on my Hand Receipt(s) as appropriate.

	<u>NOMENCLATURE</u>	<u>MFG</u>	<u>MDL</u>	<u>SN</u>	<u>UNIT PRICE</u>	<u>QTY</u>
a.	PRINTER,CPU	CANON	BJ-105X PTC40608	06301514	273.00	1
b.	FACSIMILE MACHINE	HEWLETT- PACKARD	JETFAX 950	J16017	1101.00	1
c.	TRIMMER,GRASS GAS,7-IN CUT, LINE FEED,PTBL	WEEDEATER	240D	66432	189.00	1

2. See attached for copies of invoice(s)/sales receipt(s).

3. Point of contact is the undersigned, Hand Receipt Holder for Z90, tel, 396-9999.

Encl

JOHN DOE  
CPT  
COMMANDER  
PRIMARY HAND RECEIPT HOLDER

---SAMPLE---

# **Request for Establishing Accountability of Items Purchased with Government IMPAC Credit Cards**

**Please go to website:**

<http://www.bragg.army.mil/rbc/Logistics/CIPBO/IMPACform.htm>

## **DEFINITIONS**

- **UNAUTHORIZED COMMITMENTS:**

**ACQUISITION OF GOODS AND SERVICES  
BY DOD PERSONNEL WHO ARE NOT  
EMPOWERED TO ENTER INTO CONTRACTS  
ON BEHALF OF THE U.S. GOVERNMENT**

- **RATIFICATION: THE ACTION OF APPROVING  
AN UNAUTHORIZED COMMITMENT BY AN  
OFFICIAL WHO HAS THE AUTHORITY TO DO  
SO.**

## **UNAUTHORIZED COMMITMENTS**

- **GENERATE CLAIMS BY VENDORS**
- **REQUIRE INVESTIGATION AND PROCESSING AT CONSIDERABLE COST IN TERMS OF MAN-HOURS**
- **EMBARRASSMENT TO ARMY, HARDSHIP ON VENDORS WHO ARE NOT PAID TIMELY**
- **CAN RESULT IN ADMINISTRATIVE AND DISCIPLINARY ACTION AGAINST OFFENDER**
- **OFFENDER CAN BE HELD FINANCIALLY ACCOUNTABLE**
- **OBLIGATING GOVERNMENT FUNDS WITHOUT PROPER AUTHORITY CAN RESULT IN PUNITIVE ACTION**
- **REPAIRS BASED ON ASSUMPTION OF WARRANTY OR MAINTENANCE CONTRACT**
- **IMPROPER PROCUREMENT BY CARDHOLDERS**
- **SOMEONE OTHER THAN CARDHOLDER USING THE CARD**
  - **COMMANDER**
  - **APPROVING OFFICIAL**

Information Paper

SUBJECT: Computer-Assisted Annual Ethics Training

1. The slides regarding ethics in today's materials were drawn from a more expansive ethics presentation. This presentation is a Microsoft PowerPoint program which can be read from any computer which runs Microsoft PowerPoint 4.0 or later version. The presentation, which takes about an hour to view, satisfies the annual ethics training requirement dictated by the JER.
2. To obtain a copy of the presentation, use one of the following methods.
  - a. The program will be uploaded onto the Fort Bragg BBS (available by 22 September). To access the file, search the "MILFILES" library of the BBS.
  - b. Email CPT Webb and request a copy. He will send it to you via email. Email address is webbc@emh5.bragg.army.mil.
  - c. Call and request a copy from CPT Webb at 6-4913. If you do not have email, come by the office with a blank, formatted disk. The program will be copied directly onto the disk.
3. For further information on the JER, please contact the Administrative Law Division of the Office of the Staff Judge Advocate, 6-4913.

Mr. Larson/6-4193

## Where can I find the rules?

- The primary source of ethics rules is DOD Directive 5500.7-R, commonly known as the “**Joint Ethics Regulation**”, or “**JER**”.

While the JER does contain all of the rules, it is a rather long and confusing regulation to read, so if you have any questions, don't waste time trying to decipher it - - *just call us!*

## DEALINGS WITH BUSINESSES, CHARITIES AND ORGANIZATIONS

*The rule:*

Government employees must not show favoritism toward one private entity over another, regardless of the worthiness of the organization.

### What is a private entity?

- Any non-Federal organization
- For example:
  - Business (Home Depot, I.B.M., Texaco)
  - Organization (Chamber of Commerce, Softball League, Musical Groups)
  - Charities (Lion's Club, School P.T.A., March of Dimes)
  - Persons (Joe Citizen)

We must treat all of these groups the same, no matter how much we like them. We can't give them “official support” unless we're willing to give it to all *similar* groups.

- Exceptions: We can give limited support and endorsement to:
  - Federal fund-raisers (AER and CFC)
  - Boy Scout/Girl Scout national jamborees
  - AUSA Annual Convention



## **What is “official support”?**

- “Official support” means giving Government time, resources, or equipment to support a private organization.

We also cannot “endorse” private organizations. In other words, we can’t express an official opinion about the worthiness of a business, charity, or organization.

## **Examples of improper support**

- Asking your secretary to type the minutes of your Lion’s Club meeting
- Using the copier machine to make flyers for your church bake sale.
- Writing a letter to Nike saying, “Fort Bragg loves Nike shoes--they’re the best!”
- Letting First Baptist Church have a bake sale at the PX, but not letting Fayetteville Methodist Church do so.

## **What support is OK?**

- You can tell your subordinates facts about a private organization, but not an opinion.
- Examples:
  - OK: “The March of Dimes collected \$10 million last year and is rated by Charity Magazine as one of the best charities.”
  - Not OK: “The March of Dimes is a great cause. I encourage all employees to contribute.”

## **Personal participation**

Keep in mind that you can fully support whatever organization you choose in your personal capacity. You just can’t use your official capacity to do so. Be careful if asked to serve in an official capacity for a private organization that you deal with as part of your DoD job. There may be a conflict of interest problem. Call your Ethics Counselor for advice.

## Gifts from outside sources

- *The general rule:*

You may not accept a gift given from a **prohibited source** or given because of your **official position**.

### **“Can I accept this gift?”: 4 Step Analysis**

- 1) Is it from a prohibited source or given because of your official position?
- 2) Is it really a “gift”?
- 3) Is there an exception to the rule?
- 4) Should you use the exception?

#### **Step 1: “Is it from a prohibited source?”**

- What is a “prohibited source”? Generally, any person or non-Federal entity that deals with DoD is a prohibited source.
- Examples:
  - Local businesses, contractors, salespeople, organizations, charities, local citizens, etc.
  - Summary: Pretty much everybody is prohibited source for purpose of this rule.

#### **Step 2: “Is it really a gift?”**

- Certain small items just are not considered to be “gifts.” The main examples are:
  - Coffee, donuts, and similar modest items of food that are not meals.
  - Plaques, certificates & trophies.
  - Rewards and prizes from contests open to the public
- There are other examples. Call your Ethics Counselor to see if one applies.

### **Step 3: “If it is a gift, is there an exception to the rule?”**

Here are the main exceptions to the gift rules.

(Keep in mind that unlike coffee and donuts, these examples are gifts, but they are gifts that you can keep.....)

#### **The \$20 gift rule**

- You may accept a gift worth up to \$20, even from a prohibited source! You can accept a yearly total of \$50 per source.
- If you are a procurement or contracting official or are using an IMPAC credit card, the limit is \$10 instead of \$20.
- Two gifts on the same occasion count as one gift. (\$5 + \$17 = \$22....not OK)
- This rule is often called the “lunch rule” because it allows you to accept a free lunch every once in a while.

This rule also lets you keep certain small tokens of appreciation from people, such as cookies or flowers. If you get these sort of gifts, it's best to share them with the office instead of keeping them for yourself.

#### **The “widely attended gathering” rule.**

- If a prohibited source sponsors a convention or trade show and offers you free admission, you can accept this gift.
- Must be a large gathering attended by a diverse group of interests and your presence must be in the best interest of the Army.
- You cannot accept lodging or travel under this rule, though.

#### **Other exceptions. . . .**

Again, there are other exceptions which we won't cover here, so if you are offered a gift, call your Ethics Counselor to find out if you can keep it.

## Step 4: “Should I use the exception and keep the gift?”

- Remember to always ask yourself, even if an exception would let you keep the gift,
  - “How does it look?”
  - “Would it undermine the public’s confidence in the Government integrity?”
  - “Would I feel uncomfortable telling somebody about it?”
- If it seems like a bad idea to accept the gift, **then don’t.**

### Final gift rule. . .

*Never ask for a gift, even if you could accept one if offered!*

Example: “I was thinking about using my IMPAC card to buy some tires here. Boy, that hot-dog sure does look good. . .”

*Moving on to our next topic. . . .*

## Conflicting financial interests

- **CAUTION: This is one of the most serious ethics rules and can result in criminal prosecution if violated!**
- Let’s look at some examples of conflicts of interest. . .

### Examples. . . .

Example 1: You are responsible for purchasing computers for your office. You buy 20 IBM laptop computers. You own a large amount of IBM stock. Is this a problem?

*Yes! Somebody else must make the decision of what computers to buy.  
You can’t be involved because you have a conflict of interest!*

### Examples. . . .

Example 3: You are responsible for deciding whether to let Balloons-R-Us sell balloons on Fort Bragg. Your wife is a sales representative for Balloons-R-Us. What do you do?

*Again, you can't be involved in the decision because you have a conflict of interest. Ask your supervisor to have somebody else make the decision.*

***OK, we're almost done. Just a few more topics to cover. . .***

## **Part-time Employment**

- You are allowed to have a part-time job, as long as it doesn't interfere with the performance of your duties.
- You generally don't need written permission, although your commander may require written permission.

If you file a SF 450, you must have written approval from your Ethics Counselor. (If you don't know what a SF 450 is, this probably doesn't apply to you.)

## **Post-Government Employment**

When you leave DoD, if you are interested in working for a business with which you had substantial dealings while you were a DoD employee, you must call your Ethics Counselor for advice!

There are certain restrictions on accepting employment in this sort of situation. Violation of this rule may subject you to fines in excess of \$1,000.

### **Post Government employment**

Example: You are a contracting officer responsible for buying telephones for Fort Bragg. During the year before retirement, you bought a lot of equipment from AT&T. As you get ready to retire, AT&T approaches you with a job offer. What do you do?

**Call you Ethics Counselor for advice! (396-4913 or 396-0050).**

**IMPAC PROCUREMENT PROGRAM  
APPROVING OFFICIAL ACCOUNT SET-UP INFORMATION**

**SET-UP INFORMATION (REQUIRED)**

**Please Print!!!**

1. Approving Official's Name: \_\_\_\_\_  
Last First MI Rank

2. Office Symbol: \_\_\_\_\_

3. Office Name & Address: \_\_\_\_\_  
\_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_

5. Zip: \_\_\_\_\_ - \_\_\_\_\_

6. Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

7. FAX Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

8. E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

9. 05 or ABOVE: \_\_\_\_\_  
Printed Name, Title & Rank Signature

10. COMPTROLLER: \_\_\_\_\_  
Printed Name, Rank & Phone # Signature

11. OFFICE LIMIT: \$ \_\_\_\_\_, \_\_\_\_\_  
(\$100 increments only. Example: 10,000 not 10,050)

**\*\*\*\*PLEASE NOTE: DO NOT CHANGE OFFICE LIMIT, IF YOU WANT IT TO REMAIN THE SAME AS  
PREVIOUS APPROVING OFFICIAL\*\*\*\***

**OTHER ACCOUNT INFORMATION:**

(Complete only if replacing another Approving Official)

12. Previous Approving Official: \_\_\_\_\_  
Last First MI Rank

13. Account Number: 4716-3045- \_\_\_\_\_ - \_\_\_\_\_

**IMPAC PURCHASE CARD TRAINING CLASS DATE: \_\_\_\_\_**  
(Information is mandatory before Account Set-Up can be processed)

## IMPAC PROCUREMENT PROGRAM

### ALTERNATE APPROVING OFFICIAL INFORMATION

#### SET-UP INFORMATION (REQUIRED)

Please Print!!!

1. Primary Approving Official's Name: \_\_\_\_\_  
(Name as it appears on Bank Card File) (Include Rank)

2. Alternate Approving Official's Name: \_\_\_\_\_  
(Include Rank)

3. Account Number: 4716-3045- \_\_\_\_\_ - \_\_\_\_\_

4. Office Symbol: \_\_\_\_\_

5. Office Name & Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ - \_\_\_\_\_

6. Office Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

7. Office FAX Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

8. E-mail Address: \_\_\_\_\_

9. 05 or ABOVE: \_\_\_\_\_  
Printed Name, Title, & Rank Signature

10. COMPTROLLER: \_\_\_\_\_  
Printed Name, Rank & Phone # Signature

IMPAC PURCHASE CARD TRAINING CLASS DATE: \_\_\_\_\_

(Information is mandatory before Alternate Approving Official can be processed)

## IMPAC PROCUREMENT PROGRAM

### CARDHOLDER ACCOUNT SET-UP INFORMATION

#### SET-UP INFORMATION (REQUIRED)

Please Print!!!

1. Approving Official's Name: \_\_\_\_\_  
(Name as it appears on Bank Card File) (Must be completed) (Include Rank)

2. Approving Official's Account Number: 4716-3045-\_\_\_\_\_-\_\_\_\_\_

3. Cardholder's Name: \_\_\_\_\_  
FIRST MI LAST RANK

4. Office Symbol: \_\_\_\_\_

5. Office Name & Address: \_\_\_\_\_  
\_\_\_\_\_

6. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

7. Office Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

8. Office FAX Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

9. 05 or ABOVE: \_\_\_\_\_  
Printed Name, Title & Rank Signature

#### SPENDING LIMITS/ACTIVITY CODE INFORMATION:

10. 30-Day Limit \$\_\_\_\_\_, \_\_\_\_\_ 11. Single Purchase Limit \$\_\_\_\_\_, \_\_\_\_\_  
(\$100 increments only!! Example: \$2,500 not \$2,550)

12. COMPTROLLER: \_\_\_\_\_  
Printed Name, Rank, & Phone # Signature

13. Accounting Classification: \_\_\_\_\_  
(50 DIGITS ARE REQUIRED) (PLEASE PRINT LEGIBLY)

14. Merchant Category Classificataion(s): \_\_\_\_\_

IMPAC PURCHASE CARD TRAINING CLASS DATE: \_\_\_\_\_  
(Information is mandatory before Cardholder Account Set-up Information can be processed)



**IMPAC PROCUREMENT PROGRAM  
ACCOUNT MAINTENANCE**

**NOTE: Complete areas requiring change – ONLY.**

**APPROVING OFFICIAL NAME** \_\_\_\_\_ **RANK:** \_\_\_\_\_

**ACCOUNT NUMBER**            **4716-3045-**\_\_\_\_\_

**OFFICE NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE AND ZIP CODE** \_\_\_\_\_

**APPROVING OFFICIAL  
SIGNATURE** \_\_\_\_\_

**TELEPHONE AND FAX NOS.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**CARDHOLDER NAME** \_\_\_\_\_ **RANK:** \_\_\_\_\_

**CARDHOLDER ACCOUNT  
NUMBER** \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE BLOCK(S).  
ALL MONETARY INCREASES/DECREASES MUST BE PROCESSED THRU YOUR RESOURCE  
MANAGEMENT OFFICE.**

☐

**CHANGES/UPDATES**

☐

**MONETARY INCREASES/DECREASES**

**NOTE: Complete areas requiring change – ONLY.**

**MERCHANT ACTIVITY TYPE** \_\_\_\_\_

**SINGLE PURCHASE LIMIT** \_\_\_\_\_ **RES MGMT SIGNATURE** \_\_\_\_\_

**30-DAY LIMIT** \_\_\_\_\_ **RES MGMT SIGNATURE** \_\_\_\_\_

**APPROVING OFFICIAL  
OFFICE LIMIT** \_\_\_\_\_ **RES MGMT SIGNATURE** \_\_\_\_\_

**APC/ACCOUNTING DATA** \_\_\_\_\_  
(Must be 50 digits)

**COMMENTS** \_\_\_\_\_

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## SAMPLE MEMORANDUM

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Installation Business Office-Contracting

SUBJECT: IMPAC Purchase Card Approving Official/Certifying  
Officer Clearing Document

I certify, that as the departing IMPAC Purchase Card Account Approving Official/Certifying Officer, I have:

- a. Turned in ANY outstanding Statements of Account to DFAS.
- b. Turned over to the incoming Approving Official ALL purchase card records.
- c. In the absence of an incoming Approving Official/ Certifying Officer, turned over ALL purchase card records to my Commander

(SIGNATURE)  
DEPARTING APPROVING OFFICIAL'S NAME  
ACCOUNT NUMBER

(SIGNATURE)  
INCOMING APPROVING OFFICIAL'S NAME

(SIGNATURE)  
COMMANDER'S NAME

**NOTE: Signatures MUST be provided for Departing Approving  
Official, Incoming Approving Official, and Commander.**

SAMPLE MEMORANDUM

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Installation Business Office-Contracting

SUBJECT: IMPAC Purchase Cardholder Clearing Document

I certify that the following IMPAC Purchase Cardholder (NAME AND PURCHASE CARD ACCOUNT NUMBER) has:

- a. Completed the purchase transaction log/register.
- b. Turned in **ANY** outstanding receipts.
- c. Turned in ANY outstanding Statements of Account to the Approving Official signed below.

(SIGNATURE)  
APPROVING OFFICIAL NAME  
AND SIGNATURE

**APPROVING OFFICIAL'S ACCOUNT  
NUMBER**

**NOTE: Signature MUST be provided for Approving Official.**